

TAB

MORI/CDF

BLOCK I: THE SENIOR OFFICER AS MANAGER

Block I, conducted in residence, provides an opportunity for Seminar participants to become acquainted with each other and with the content and approach followed in the Senior Seminar. The participants will learn of the Seminar's emphasis on drawing upon its members' experience in intelligence work, their viewpoints and their insights, as the major single resource for their "learning" in this nine-week period away from office routines. The first Block points up the role of the senior officer as manager. The week will concentrate on exercises related to management skills in the human relations field and on case studies modeled on problems confronting our senior officers in managerial positions.

ADMINISTRATIVE - INTERNAL USE ONLY

SCOPE NOTE

THE SENIOR SEMINAR AND CIA

The "Father of the Senior Seminar" will discuss the purposes and rationale for launching the Seminar. Against his own broad experience in many key roles in various parts of the Agency, he will discuss the objectives of the Seminar in relation to the development of our senior officers.

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SCOPE NOTE

MANAGEMENT SKILLS WORKSHOP

The Workshop consists of a series of exercises and interpretive comments which encourage increased awareness of the "human side" of a manager's responsibilities. Based on the premise that doing something is the best way to learn about it, the exercises are designed to increase competence in such management skill areas as negotiating, collaborating, listening, perceiving and communicating.

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SCOPE NOTE

BOSSSES AS SEEN BY SECRETARIES

A panel of senior secretaries from different Agency components will discuss with Seminar members their perceptions of bosses. Drawing on their experience, the panel members will identify and discuss the characteristics of the "good boss," the managerial practices and attitudes which act to motivate them, increase their effectiveness and gain their commitment, as well as those which dampen their sense of initiative and motivation.

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